

Kansas Department of Agriculture

INSTRUCTIONS: Fertilizer Tonnage Report

Kansas law (K.S.A. 2-1205) requires each person registering any commercial fertilizer product to report the amount of such fertilizer that was sold or distributed for use in Kansas. Along with this report the registrant must also pay the Kansas Department of Agriculture (KDA) an “inspection fee” of \$1.67 per ton of fertilizer reported. The law also stipulates that registrants of commercial fertilizers must “keep adequate records showing the tonnage of each commercial fertilizer” sold or distributed for use in Kansas.

Fertilizer Ingredients for Custom Blends: K.S.A. 2-1201(8) defines a “custom blended fertilizer” as a “fertilizer blended according to specifications furnished by the customers prior to blending.” A custom blend must be made at a licensed custom blend facility for an end-use customer, and must be made from registered commercial fertilizer products. Since a custom blend does not need to be registered as a fertilizer product, tonnage fees must be paid for each fertilizer product used to make a custom blend.

Do Not Report:

- Custom blends (the final blend requested by and provided to the end user)
- Ingredients used to manufacture or mix a fertilizer product. (Note that instead, tonnage must be reported for the new product)
- Bulk fertilizer sold to a customer who has the particular fertilizer registered.
- Lime and other non-fertilizer products (see K.S.A. 2-1201 Definitions)

Completing the “Confidential Fertilizer Tonnage Report”: This form must be completed and submitted with your “Inspection Fee Affidavit.” The products you currently have registered with the KDA are already printed on the first part of the form. You must provide the requested information for each fertilizer product that is listed even if there are no sales to report. Part II of this form (the yellow sheet) is where you should report tonnage for products not already listed in Part I. Tonnage fees due on any fertilizer product, even if it is not already listed, must be reported. Note that if you determine a product was sold that was not registered as required, whoever is responsible for registering the product should do so as soon as possible.

- If not already shown, enter both the product name and grade as represented by the product label.
- Tonnage must be reported in tons. Do not list gallons or pounds.
- Do not list a negative tonnage.
- If no sales or distribution of a product occurred during the reporting period, show zero.
- Enter the county code (see enclosed list). If county of destination is unknown use 999.
- Enter the fertilizer code (see enclosed list). If can not be determined, enter zero.

Uniform Fertilizer Tonnage Reporting System (UFTRS): The UFTRS standardizes the reporting of fertilizer tonnage data reported to state fertilizer officials throughout the U.S. All types of fertilizers have been coded to ease data entry and data summarization. Information about UFTRS is available at <http://www.aapfco.org/aapfcopubs.html> under “Publications.”

Complete and sign both the **Affidavit** and the **Confidential Tonnage Report** form. Please remember that these documents plus the inspection fees are due within 30 days of January 1st and July 1st. If you have any questions or require additional information, please call the KDA Fertilizer Program office at 785-296-3786.